



West Virginia Library Commission Checklist for Service Centers in meeting AR Regulations

This simple checklist will help Service Center Libraries insure that they are in compliance with regulations spelled out in the West Virginia Administrative Rules. In addition to compliance with these regulations, Service Centers and Libraries must meet AR rules and guidelines required specifically for public libraries.

7.2. Responsibilities of a Service Center Library are:

7.2.a. To reach a formal agreement with each consortium member regarding assistance provided with the Services to Libraries Grant or administrative fee;

CURRENT, ACTIVE CONTRACTUAL AGREEMENTS ARE IN PLACE WITH EACH MEMBER AND ON FILE?	YES ____ NO ____
SERVICE CENTER IS PROVIDING ALL SERVICES AS CALLED FOR IN SERVICE CENTER AGREEMENT ?	YES ____ NO ____

7.2.b. To file, by the beginning of each fiscal year on forms provided by the Library Commission, a plan for assisting each assigned library, based on the formal agreement between the libraries;

CURRENT DEVELOPMENT PLANS ARE IN PLACE AND ON FILE WITH THE WVLC?	YES ____ NO ____
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7.2.c. To employ a full-time professional librarian in addition to the director;

TWO FTE PROFESSIONAL LIBRARIANS ARE IN PLACE? <i>Names of MLS Librarians:</i> 1. (Director) _____ 2. (Other) _____	YES ____ NO ____
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7.2.d. To visit each assigned library four times a year, including one board meeting, and to present at least one staff development workshop annually;

DOCUMENTED EVIDENCE OF 4 VISITS TO EACH MEMBER?	YES ____ NO ____
DOCUMENTED EVIDENCE OF ATTENDANCE AT ONE BOARD MEETING?	YES ____ NO ____
EVIDENCE OF ONE STAFF DEVELOPMENT WORKSHOP PROVIDED?	YES ____ NO ____

7.2.e. To evaluate the collections, fiscal management, and operations of each assigned library and report the results annually to the library with a copy to the Library Commission;

ANNUAL ASSESSMENT REPORTS FILED AT SERVICE CENTER, LIBRARY AND WVLC?	YES ____ NO ____
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7.2.f. (Section is not currently applicable)

7.3. The Library Commission will evaluate periodically the performance of each Service Center library.